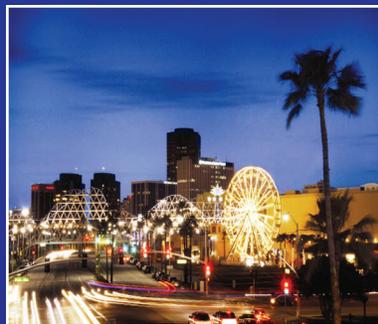


CITY OF LONG BEACH

Management Assistant Program



The Oldest Nationally Recognized Municipal
Management Development Program in California

~ Celebrating 25 Years ~

<http://www.longbeach.gov/citymanager/maprogram/default.asp>



CITY OF LONG BEACH MANAGEMENT ASSISTANT PROGRAM

Program begins Monday June 30, 2008

For the past 25 years, the City of Long Beach Management Assistant Program has been attracting the country's top graduate students to work in the exciting field of local government. The Management Assistant Program, California's oldest municipal management development program, provides talented individuals with the experience to gain the knowledge and skills to be effective local government practitioners. The Management Assistant Program is an unique and rewarding opportunity to work in local government and make a difference in a community.

ABOUT THE CITY OF LONG BEACH

Long Beach, with a population of approximately 491,000, covers 52 square miles in southwest Los Angeles County and is the fifth largest city in the State of California. Long Beach is strategically located in the Southern California basin and is less than a 30 minute drive to Los Angeles and Orange County business centers. Long Beach has some of the best shoreline, marinas and beaches in Southern California, and a superb climate with 345 days of sunshine per year moderated by pleasant ocean breezes.

The City of Long Beach is well-known as the home of the Queen Mary, the Long Beach Aquarium of the Pacific, the Long Beach Grand Prix, the Port of Long Beach (named the nation's busiest container port), one of the world's most environmentally safe off-shore oil operations, an award winning transit agency and numerous major commercial enterprises.

Long Beach is a full service City providing customary municipal services through departments such as police, fire, public works, planning and building, library and parks and recreation. The City also owns and operates a leading deep water port, offshore and onshore oil production, a gas utility, a water utility, a commercial airport, a public health department, a convention and

entertainment center, two historic ranchos, three marinas and five golf courses.

Long Beach has been recognized by USA Today as the most diverse City in the United States-one of the City's strongest assets. The City's ethnic breakdown is approximately 36% Hispanic, 33% White, 15% Black, 12% Asian, and 5% all other ethnicities. The City was also named as one of the top 100 best places for young people by America's Promise. The City, widely recognized as a very desirable and livable community, is known for its unique neighborhoods, quality schools, excellent hospitals and noted arts and cultural resources.

Long Beach was originally incorporated in 1888, and after a period of disincorporation, was reincorporated in 1897. Since 1921, Long Beach has been governed as a charter city and operates under the council-manager form of government. The Council currently includes a Mayor, elected at large, and nine council members, elected by districts for four-year terms. The Council appoints a City Manager who manages the daily affairs of the City. The City has over 5700 employees and a total budget of \$2.2 billion (\$374 million in the General Fund).





ABOUT THE MANAGEMENT ASSISTANT PROGRAM

Established in 1980, the Management Assistant Program offers an intense and fulfilling one-year apprenticeship to individuals who have earned (or will earn by July 2008) a Master's Degree in Public Administration, Public Policy, Business Administration or related field.

Engaging Rotations. Learn about the challenges and opportunities of managing a large organization by working in four different departments during your year as a Management Assistant. All participants in the program will be required to complete rotations in the City Manager's Office and the Department of Financial Management. After that, explore the diverse issues facing local government and gain operational experience by working alongside leaders in departments such as Public Works, Technology Services, Parks & Recreation, Planning & Building or Health & Human Services.

Access to Executive Management. Work alongside highly accomplished career managers and be privy to the highest level of executive decision-making. The expectations and the workload for Management Assistants are very high, and the program participants provide direct support to the organization's top management. Management Assistants attend weekly executive management meetings and take part in high level discussions. In addition, they attend local and regional professional conferences during the year and receive professional development and guidance from a Department Director Mentor.

High-Priority Projects. Develop your management skills by taking a leadership role on challenging citywide projects. Management Assistants are considered key members of the City Management Team and are given assignments in critical areas that develop project management, program evaluation, report writing, research, presentation and analytical skills to prepare them for a successful career in city management.

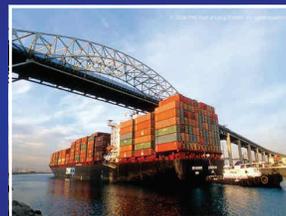
Management Assistants have worked on projects including:

- **Financial Strategic Planning:** Developing solutions to a \$102 million structural deficit and assisting with the development of the City's \$2 billion Annual Budget.
- **Project Management:** Supporting major evaluation studies in areas such as Fire Services, Code Enforcement, Emergency Dispatch, Fleet Services, Permitting and Custodial Services.
- **Community Outreach:** Developing and delivering presentations to City boards, commissions and neighborhood associations and researching support for proposed tax initiatives and City services.
- **Legislation:** Conducting studies of federal, state and local legislation and its impacts on City operations as well as evaluation of best practices.

Career Advancement. Jump-start your career in organizational leadership and prepare yourself for the next step. Management Assistants who successfully complete the one-year program are well prepared to compete for professional positions within the City and all Management Assistants have secured employment directly following completion of the program.

Former Management Assistants have held City positions including Deputy City Manager, HR Director, Assistant to the City Manager, Government Affairs Manager, Project Development Bureau Manager, Manager of Planning & Conservation, Performance Management and Budget Manager, Leadership & Organizational Development Manager and Administrative Analyst.

Positions held by former Management Assistants outside the City of Long Beach include City Manager (Lafayette, CA), City Manager (Santa Paula, CA), Assistant City Manager (Novato, CA), Project Coordinator (Santa Barbara County, CA) District Director (State Senate, CA) and Community Relations Rep (Long Beach Transit).





ABOUT THE MANAGEMENT ASSISTANT PROGRAM

Competitive Salary. The annual salary for the one-year program is \$46,000. The City has a comprehensive benefit package, which includes vacation accumulated over one year of service; executive leave, personal and holiday leave; sick leave; medical dental and life insurance for employees and dependents; and membership in the State of California Public Employees Retirement System (PERS).

Qualifications. Applicants must have completed the requirements for a Master's Degree in Public Administration, Public Policy, Business Administration or related field by July 2008. Proof of degree will be required prior to starting employment.

Application Review Process. All applications will be carefully reviewed by a staff committee to determine top applicants who demonstrate critical thinking and effective writing skills, the ability to work as a team as well as individually, the ability to demonstrate leadership and innovation and the ability to manage complex projects.

Assessment Center. Top candidates will be invited to the City of Long Beach in March for a one day Management Assistant Assessment Center. This rigorous series of analytical exercises, budget activities and interviews provides the final selection committee of Department Directors with a comprehensive view of your critical thinking, writing and presentation skills. The selection committee will make final job offers at the conclusion of the Assessment Center.

How To Apply. Submit FOUR (4) COPIES of the following documents:

- Resume including honors, work experience and school/extracurricular activities.
- Names and telephone numbers of three references, one of which must be a faculty member.
- Complete graduate and undergraduate transcripts (unofficial copies accepted)
- Responses to the following three questions. (Responses should be no more than two pages per question.)
 1. How will serving as a Management Assistant with the City of Long Beach assist you in obtaining your long-range goals, and what is it about the City of Long Beach that makes this your position of choice? Please include your short-term and long-term career objectives.
 2. Describe the most complex analysis that you have completed either in a past internship, job or school assignment. Please specify where you completed the analysis, why it was done, what the outcome of the analysis was and any analytical tools used to complete the project.
 3. Describe what qualities you possess that you believe will make you successful as a Management Assistant in the City of Long Beach.

**ALL APPLICATION MATERIALS MUST BE POSTMARKED NO LATER THAN:
January 25, 2008**

Send Documents to:
Management Assistant Program
City of Long Beach
333 West Ocean Boulevard, 13th Floor
Long Beach, CA 90802

For more information or additional questions:
Phone (562) 570-5045 TDD (562) 570-6706

Email: David_Gonzalez@longbeach.gov

<http://www.longbeach.gov/citymanager/maprogram/default.asp>

The City is an Equal Opportunity Employer and values diversity at all levels of the organization.